



Vacancy Announcement

Position: Alumni Coordinator

The Gambia Alumni Association in The Gambia through the Embassy of the United States of America seeks an individual to work as the Alumni Coordinator. The individual should have participated in an exchange program funded by the U. S. Embassy or Department of States to be eligible to apply. The position is on part time basis for a period not more than nine months and will be based in the Greater Banjul area.

Individual is expected to be dynamic, hardworking with strong negotiation and networking skills. She/he should have the ability to demonstrate a high level of professionalism, tact and diplomacy and commitment to the group's activities. Must have ability to be able to co-ordinate the group's activities with minimal or no supervision.

Education: University-level studies, in process or completed degree are required.

Experience: Must be alumni of an exchange program funded by the U.S. Government. Event planning and implementation skills preferred.

Knowledge: Solid comprehension of new media such as the internet and mobile technologies including Facebook, Skype and SMS. Must be organized and familiar with budgets and have the ability to create and manage a contacts database.

Language: Level IV English (Written & spoken) Fluency in one local language (Wolof or Mandika) is required.

Abilities/Skills: Judgment, discretion and interpersonal skills, are critical. Must be able to interact with a diverse group of people of different backgrounds, genders and ages. Must be a team player with ability to show initiative, plan, execute events and problem solve with minimal supervision.

Key Responsibilities:

Create and maintain a database of all Gambian Alumni Association (GAA) members
Recruit members to the GAA
Maintain and distribute GAA Constitution and Regulations
Arrange meetings of the Executive Board and general members
Coordinate yearly elections
Develop programs/events as decided by the Gambian Alumni Association
Coordinate press coverage for GAA
Support the U.S. Embassy's alumni outreach strategy which is designed to foster greater understanding between Gambians and Americans, encourage study abroad and return to home country, college attendance and the education of rural youth.

Salary package is attractive

To apply:

Submit a current resume with covering letter and copies of certificates and awards no later than January 14, 2011 to:

Human Resources Office
Embassy of the United States of America
Kairaba Avenue
Serrekunda

Only candidates who are considered for the position will be contacted.